

Navigating PeopleSoft to the IRUA Training Course

1. Go to the following web page: <http://www.in.gov/iot/2298.htm> *This is the IRUA web page on the IOT site.*
2. Click on the link to the IRUA Training Course – *It is important to enter the training from this point to be sure you are entering the right PeopleSoft module (ELM). Some users have logged into PeopleSoft HR and are confused when they don't see the navigation alternatives that follow.*



3. Enter your PeopleSoft HR system ID.
(NOTE: For users unfamiliar with PeopleSoft, successfully completing the login process is the most difficult aspect of the training.) One easy way to confirm your ID is to look on the back of your ID badge. Your PeopleSoft ID consists of the 1st initial of your 1st name followed directly by the last six digits (those underlined in red on the graphic) of your PeopleSoft ID (e.g. - T123456). As you type it in, be sure to capitalize the first initial.
4. Enter your network password– if you receive a password error or access denied prompt at this point, Call the HelpDesk at (317) 234-HELP(2357), (800) 382-1095 or submit your request via the HelpDesk Assistant on your desktop.
5. After you have successfully logged into the PeopleSoft ELM, look at the links on the left hand side of the page and select 'Employee Self Service'.
6. Now select 'Learning'
7. Now select 'Current Learning' (this option works until the training is completed. Once the training is completed you may review the module by navigating through Learning History)
8. At the Current Learning screen, click on the link for 'IOT-Information Resources Use Agreement Training'.
9. On the Activity Progress page, click the "Launch" link
10. From the Table of Contents page, again select the "Launch" link
11. Navigation of the training module is simple. Use the forward or back keys at the bottom of the screen.
12. On the last training program screen, you will check an option station that you understand and agree to abide by the IRUA or an option to address concerns with your management.
13. At this point your training session is complete and you can navigate out of PeopleSoft.